

641—93.6 (135) Process for application review and approval.

93.6(1) *Submission and decision.* An organization, institution, agency, or individual may submit an application for approval of curriculum on a form prescribed by the department. The application shall at a minimum demonstrate the manner in which the proposed curriculum meets the criteria in rule 93.5(135). Within three months of submission of an application, the department shall review the application and issue a written decision regarding the application. If each of the standards for approval has been satisfied, the department shall approve the curriculum for a period of three years and shall notify the applicant of the department's decision in writing. If the standards for approval have not been met, the department shall deny the curriculum and shall provide to the applicant a written explanation of the reason for denial.

93.6(2) *Renewal.* Within 90 days of expiration of the three-year approval period, an applicant may apply for approval renewal by completing a renewal of application form provided by the department.

93.6(3) *Additional information.* The department may request additional information from the applicant or other individuals at any phase in the review process.

93.6(4) *Evaluation of approved curriculum.* The department may at any time reevaluate an approved curriculum. Upon evidence of a significant variation in the curriculum presented from the curriculum approved, the department may disapprove all or any part of the previously approved curriculum.

93.6(5) *Amendment to approved curriculum.* The department may require amendments to an approved curriculum based on legislative or administrative rule changes.

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